

INSTRUCTIONS FOR DANCE HALL APPLICANTS

Application Forms

1. Complete the *long application form* and file it with the City of Houston Finance and Administration Department, Commercial Permitting and Enforcement Section at 611 Walker, 2nd Floor. The mailing address is P.O. Box 1561, Houston, TX 77251-1561
2. The *short application form* should be completed and submitted to the Houston Police Department Vice Division at 1200 Travis, 4th Floor. The telephone number is 713.308.8600. If the dance hall license is not issued within 180 days from the application date, you must resubmit this form.

If the dance license is not issued within one year of the application date, your location will have to be recertified by the health, fire and building inspectors to insure that you are still in compliance with the various city codes.

Completing the Application

1. Provide complete and accurate information on the application, including a telephone number where you may be reached, a mailing address if different from the business address, and the hours and days of operation (i.e; 6:00 p.m. to 2:00 a.m., Thursday thru Saturday). Sign the application and have it notarized.
2. Keep in touch with the Permitting Office regarding the status of your application. The approvals from the various departments will take four to six weeks. You may call us during the third week to check on the status of your application.
3. Follow up with the various departments when notified by the Permitting Office. Complete all work required to comply with the building, fire and health codes. Contact the appropriate department inspector when the building is ready for reinspection. This will expedite the approval of your location.
4. Obtain a copy of the Certificate of Occupancy (C.O.) with dance, if you don't already have one. Contact the Planning and Development Department Building Inspection Division at 713.535.7628 for this document. Submit a copy of the C.O. to the Permitting Office.
5. Apply for a Food Dealers permit from the Health and Human Services Department at 8000 North Stadium Drive.
6. Pay the required fees when notified that the application has been approved. Renew the license on or before December 31 of each year.
7. Notify the Permitting Office in writing when the business closes or is sold to a new owner. The dance hall license is **not** transferable.

Dancing should not be allowed until your application is approved and the required fee is paid. You may be issued a citation for violation of City Ordinance – Chapter 5, Article III-Div. 2, Sec. 5-71(a).